

OCCUPANCY PERMIT REQUIREMENTS

CITY OF RENTON
Development Services Division
1055 South Grady Way, Renton WA 98055
Phone: (425) 430-7200

COMMERCIAL OCCUPANCY PERMITS

1. No building or structure shall be used or occupied, and no change in the existing occupancy classification of the building or structure or portion thereof shall be made until the building official has issued a Certificate of Occupancy.
2. A permanent Certificate of Occupancy will not be granted until ALL required construction and improvements have been made, inspected, and approved.
3. It requires approximately two (2) weeks to complete all of the necessary final inspections and paper work. Therefore, call the inspection request line (425) 430-7202 to arrange for these inspections at least ten (10) days prior to the date on which you wish to occupy the building. Contact your building inspector to commence the Certificate of Occupancy process.
4. In some cases, it is possible to obtain a temporary (90 Day) Certificate of Occupancy even though some required construction or improvements have not been completed or deferred. This can only be done when all of the following conditions are met:
 - a.) The items not completed are not a threat to life, safety, health, or to the structural integrity of the building.
 - b.) The items are to be completed within ninety (90) days of the date of issuance of the occupancy.
 - c.) A list of estimated costs for completion of these items must be provided by the applicant and agreed upon by the City.
 - d.) The permit applicant provides the City with a single security device (i.e. assignment of funds, set aside letter, irrevocable letter of credit) or cash in the amount of one hundred fifty percent (150%) of the cost in (c) above.

Call Development Services Division at (425) 430-7200 if you have any questions or wish to speak with the building inspector assigned to your project.